



Application Procedure for Building Permits

One & Two Family Dwellings (New, Alterations, or Additions)

1. Complete the building permit form
2. Attach a site plan (scaled) showing:
 - a. Existing building(s)
 - b. Property dimensions and lot lines, Easements (if any)
 - c. Streets adjoining
 - d. New structure location, dimensions, etc.
 - e. Sewer connection location.
3. Attach copies of other documents available showing subdivision, easements, etc.
4. Indicate, on the attached specification sheet, the following:
 - a. Footing dimensions
 - b. Foundation wall depth and materials
 - c. Floor and ceiling joist size and span, truss spacing
 - d. Wall stud size and spacing
 - e. R-Values of insulation- walls, ceiling, etc.
 - f. Wall and roof sheathing materials
 - g. Weight of shingles and underlayment
 - h. Siding, fascia and soffit materials
 - i. Ceiling heights
 - j. Interior finish materials, subfloor material, etc.
 - k. Window sizes (of bedrooms)
 - l. Roof slope
5. Attach two copies of a scaled drawing of the new building floor plan, showing:
 - a. Overall and room dimensions
 - b. Closets, fireplaces, stairways, etc.
 - c. Locations and size of crawlspace and attic access and crawlspace vents
 - d. Height above grade
6. Attach specifications for:
 - a. Heating system units
 - b. Air conditioning units, if any
7. On an electrical plan, indicate the location of:
 - a. Outlets
 - b. Panel (include rating)
 - c. Ground fault circuit interrupters (Bath, Kitchen, Basement, Garage, Exterior)
 - d. Range and dryer outlets (if any)
 - e. Smoke detector locations
 - f. 20-amp outlets for kitchen counter (2 ea) and laundry